

ADMISSION POLICY 2008/2009

The Governing Body at Sir Robert Hitcham School, Debenham is responsible for admissions; it will try to meet the preferences of parents but this cannot be guaranteed.

There is a separate admission policy for the Nursery and it should be noted that admission into Nursery does not guarantee a place in the Reception class.

The Governing Body has set the Published Admission Number (PAN) at 30 for every class throughout the School.

Children begin full-time education at the start of the term preceding their fifth birthday.

The Governors will not permit children to start full-time schooling earlier than the term described above.

Please note that the Governors are required by law to admit a child to a school if it is specifically named in a Statement of Special Educational Needs.

Children who are in public care will always be considered first.

In-Catchment Area Applications for Reception Class

Children of families who are ordinarily resident¹ in the catchment area (as defined and held by the local authority) qualify for admittance to this school, subject to the availability of places. Places will be awarded on the basis of the following criteria and priorities;

1. those who have a brother or sister² at the School who will be attending the School at the same time;
2. those whose families regularly³ worship at an Anglican church in the Debenham benefice (the supplementary information form (SIF) must be filled in if parents wish to claim this as a reason for admission);
3. those whose families regularly worship at another church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance (the supplementary information form (SIF) must be filled in if parents wish to claim this as a reason for admission).

If the admissions limit is reached after considering the above criteria the determining factor will be the distance from home to school, measured in a straight line between the front door of the child's home and the front door of the School. If the child lives with both parents at separate addresses (shared

¹ 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. Traveller children will be considered as 'ordinarily resident'. You will be considered in this category if you have details confirming a move into the catchment area, including the new address, this must be proof of exchange of contracts, a letting agreement or a letter from your commanding officer confirming your new address

² Includes half brothers or sisters or other children living in the same household

³ On average at least once per month

responsibility) the address that is nearer to the school measured in a straight line as described above will be taken. Priority will be given to the child living nearest to the School.

Out of Catchment Area Applications for Reception Class

If after the allocation of in-catchment places, there are remaining available places, the same criteria and priorities will be applied as for in catchment area applications, with the distance from home to school being used as a determining factor.

Applying for a place in the School at any other time

Pupils transferring from another school will be offered a place provided the number in the class is less than 30.

Available places will be allocated in the order that the admissions panel receives applications. If two or more applications are received for a single place at the same time then the admissions criteria already outlined for Reception class applications will be applied in priority order.

Normally we will not consider an application more than one term in advance of the admissions date nor will we hold a place once granted for longer than one term.

A place will be kept available for no more than one school term, after a place has been offered by the school and accepted by the Parent/Carer.

Application Procedures

Applications for Reception Class

Applications for these places must be made on the Local Authority's Common Application Form (CAF1) together with a SIF (if necessary). Completed forms should be returned to the School by 1st February 2008. Applicants will be notified of the result of their application directly from the Local Authority in mid April 2008.

Applications for admission to other classes or mid-year applicants

These applicants will need to complete form CAF2 and return to the School. A reply to parents/carers will be sent as soon as possible after the receipt of the form and consideration by the Governing Body.

All Applicants

If the Governing body is unable to grant a place, the Parents/Carers have the right of appeal. Details of appeal procedures will be included in the letter refusing the place.